



**DEPARTMENT OF THE ARMY**  
**CALIFORNIA ARMY NATIONAL GUARD**  
**ACCESSION TASK FORCE**  
9800 GOETHE ROAD – P.O. BOX 269101  
SACRAMENTO, CALIFORNIA 95826-9101



CAAD-ATF-CDR

20 January 2006

**SUBJECT: Recruit Sustainment Program (RSP) Training NCO Position Announcement**

1. Position Title: Recruit Sustainment Program (RSP) Training NCO – 24 month voluntary mobilization Title 10
2. Unit/Location: Various. JFHQ Los Al, Camp Parks, Camp San Luis Obispo, Sacramento, Fresno, San Diego
3. Effective Date: 1 March 2006 (Tentative)
4. Closing Date: 20 February 2006
5. Maximum/Minimum Grade Upon Appointment: E-7 / E-4
6. Personnel Eligible to Apply: (X) Male (X) Female ( ) OFF ( ) WO (X) ENL
7. Brief Job Description: The Recruit Sustainment Program (RSP) Training NCO is responsible for the daily administrative and logistic activities of activities that support CA-ARNG Recruits from their date of enlistment through graduation of AIT. This position is a very rewarding for any professional NCO who wants to positively impact Soldier integration and retention within the California Army National guard. Additionally, the RSP training NCO will manage the RSP training site database (Vulcan) and provides recruit projection and attendance reports to higher headquarters. Track Training Pipeline Loss and Recruit Ship Rate data for the site. Responsible for the care and maintenance of all assigned property and equipment used by the RSP site.
8. Soldier must possess good organizational skills, solid military bearing, and the ability to take initiative, and to work autonomously. Soldiers seeking this position must possess good interpersonal skills and should have a working knowledge of the Army Training Management System. Knowledge of ATRRS, Vulcan database, RCAS, MILPOAPS and Military Pay system are desired.
9. Preferred experience:

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- a. One year of experience as an instructor at an NCO Academy or IET installation.
- b. TAITC / SGITC qualified
- c. Leadership experience/assignments (as supported by NCOERS)

10. Selecting Supervisor: Accession Task Force Commander

11. Applicants must submit a memorandum detailing how their skills and experience would best serve the RSP program and whether you feel physically fit for mobilization. The following documents will also accompany the packet. Packet must arrive by 20 February 2006.

- a. Memo (as stated above).
- b. All NCOERS for the past three years (Supervisor must provide written statement/memo providing information as to why soldier's NCOERS are not available) If NCOERS are not available, require two letters of recommendation highlighting your abilities to perform duties included in this duty description.
- c. Certified copy of current DA Form 705 (APFT). Ensure that height and weight are annotated on the 705. (Body fat worksheet, if applicable).
- d. Recommendation letters as applicable.

12. Submit application to: JFHQ, ATTN: CAAD-ATF-SGM (SGM Muchow), Box 28, 9800 Goethe Road, P.O. Box 269101, Sacramento, CA 95826-9101 (916) 854-3404.

13. Questions and additional information can be provided by SFC Knutsen, RSP NCOIC, at (805) 594-6364.

14. Equal opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.

  
CHARLOTTE L. MILLER  
COL, QM, CA ARNG  
Commanding